

Manual of Administration

TOPIC: Finance	SUBJECT: Personal Hygiene Products for Employees in N.E.I.G.H.B.O.U.R.S.	Code: FN150
		Date of Issue: April 1993
		Revised: April 2007
		Page 1 of 1

Purpose: In order to promote respect for personal property and negate additional financial expense for the individual we support, the agency will provide funds for personal hygiene or health and safety products used by its employees while supporting people in the N.E.I.G.H.B.O.U.R.S. Program in 24 hour locations.

1. **Definition of Personal 24 hour Hygiene Products:** Hand soap, paper towels, toilet paper.
2. **Maximum Amount Authorized:** Health and Safety – salt, ice melt, sand. Ten dollars (\$10.00) per month per N.E.I.G.H.B.O.U.R.S.’ location will be authorized.
3. **Procedure:** An employee designated for this responsibility issued a \$10.00 advance. This will be replenished on a monthly basis upon the presentation of a receipt for the authorized items. The receipt must be countersigned by the appropriate N.E.I.G.H.B.O.U.R.S.’ Manager.
4. **Authority for Payment: The Agreement to Purchase Personal Hygiene Products/N.E.I.G.H.B.O.U.R.S.** will be the authority for payment and recovery of outstanding funds.
5. **Payment:** From Petty Cash fund.